

NOTICE TO PROVIDERS OF PROFESSIONAL SERVICES
FOR COMPUTER SYSTEMS, DATABASE AND PROGRAMMING
FOR THE DEPARTMENT OF LAND AND NATURAL RESOURCES

The Department of Land and Natural Resources (DLNR) seeks qualified consultants to design and implement a management information system (“host”) for the Division of Conservation and Resources Enforcement (DOCARE) that will receive manual input (“data”) from their officer’s electronic devices (“clients”). Client systems and procedures should be modified to facilitate data transfer to the host system, and to ensure that the required data is consistently collected and stored. Specifically, the following tasks are to be completed during Fiscal Year 2009 (July 1, 2008 to June 30, 2009). Qualifications and Services needed include, but are not limited to, the following:

1. Design and develop a host system that will store and receive data from the client system, with high system availability, reliability, and security.
 - a) Meet with DOCARE’s representatives to review the project’s objectives, scope and deliverables.
 - a. Gather information on agency business practices.
 - b. Gather information on end user needs and preferences.
 - c. Document the agency’s requirements for the proposed system.
 - b) Meet with project group weekly on progress.
 - c) Comply with State IT Security Policies and Standards.
2. Examine and document client systems and procedures relating to the collection of information garnered by DOCARE officers.
 - a) Design and develop the host, client systems and procedures to address the data and reporting requirements identified from the SMS Research report.
 - a. Design the user interface to allow interactive viewing of data and ad hoc reporting capabilities.
 - b. Develop an automated interface to transfer data from client systems to the host system on a periodic or ad hoc basis with no duplication of data.
 - c. Write a specification document.
 - d. Develop a prototype that simulates the flow and functionality of the proposed application.
 - e. Obtain agency signoff on prototype.
 - b) Review the prototype with DOCARE and make changes as necessary.
 - a. Enable agency feedback.
 - b. Manage and respond to agency feedback.
 - c) Code the application and write technical documentation.
 - d) Test with pilot runs.
 - e) Document the host, client system and procedures, and train staff. Provide an electronic copy of finalized system.
 - a. Obtain agency signoff.
 - f) Provide backup requirements.
 - g) Provide a business continuity plan.
3. Provide the necessary hardware infrastructure that will host the system.
4. Develop interface to allow editing of data when necessary.
5. Develop automatic log/audit trails capability on the host system to track updates to data.
6. Provide GIS data mapping overlays for Federal, State, City & County and Private boundaries.
7. Provide technical support, on an annual basis, to maintain the database, server, client system and data transfer.
8. Deadline for deliverables is one year after signed contract.

Submittal requirements

Selection of professionals will be made in accordance with Section 103D-304, Hawaii Revised Statutes and Section 3-122-Subchapter 7, Hawaii Administrative Rules, as amended. Firms or individuals interested in being considered for selection and are qualified to provide such services are invited to submit a letter of interest with completed DPW Form 120 (rev. 6/99) or Federal Standard Form 330 to:

Norine H. Oyasato
for Gary D. Moniz, Enforcement Chief
Division of Conservation and Enforcements Division
Department of Land and Natural Resources
1151 Punchbowl Street, Room 311
Honolulu, HI 96813

A DPW Form 120 can be downloaded from the following website, <http://www2.hawaii.gov/StateFormsFiles/dpw%20120%206-99.doc>. Facsimile submittals will not be accepted. DLNR will not be responsible for lost or misdirected mail.

Submittal Deadlines

Submittals are due to the above address by 4:30pm, March 25, 2008.

/s/ LAURA H. THIELEN, Chairperson
Department of Land and Natural Resources

PNS Date: March 3, 2008